



New Project Request Application

Project Name: _____
Division/Bureau: _____
Executive Sponsor: _____
Business Project
Manager: _____

Client Contact(s): _____
Project Duration
(in months): _____

Author(s): _____
Date of Report: _____

Table of Contents

Instructions	3
Purpose	3
The Department of Administration's Top Priorities.....	3
Process.....	3
Application	3
Final Notes	3
Executive Summary	4
Current Situation	5
Requirements	5
Recommended Solution	6
Risk/Benefit Analysis.....	7
Financial Analysis.....	8

Instructions

Purpose

This application is the first step in the process of requesting and prioritizing your project within the Department of Administration. This process creates a standard procedure to evaluate project requests, determine whether a project is aligned with Department of Administration's business objectives and how it should be prioritized.

The Department of Administration's Top Priorities

1. Safeguard and promote the fiscal strength of Wisconsin, its economy and operations.
2. Align & lead the enterprise's policy direction
3. Ensure the availability of cost effective support services to help agencies meet their goals
4. Promote & foster partnerships to ensure that Wisconsin and its citizens reach their full potential
5. Promote and uphold the integrity and security of state government.
6. Maximize employee participation in the achievement of the enterprise's goals.

Process

First step is to complete the following application. The Project Advisory Committee (PAC) is available to answer questions you may have in completing the application. Completed applications will be routed to the PAC. The PAC will then review the application and rank it among the other projects within DOA. This ranking will be given to the Governance Board (DOA's Division administrators) for the final review and prioritization.

Application

Please complete all fields in the application, being as complete and thorough as possible. The more complete and descriptive you are aids in the PACs ability to review and prioritize your project quicker.

Final Notes

This application should answer the, what, why, when, how and how much the project will be.

Executive Summary

*[Give a brief summary of the **business problem** or **need**, a summary of the **recommended solution**, its **benefits** and **financial justification**. This section is intended to state the key messages in a short concise manner to support your request for this project.]*

Current Situation

Does a process and/or system currently exist? Yes No Unknown

If yes, please describe your current process and/or system. Also indicate if it is a continuing phase of an existing project:

Does another agency have a process that you would benefit from?

Yes No Unknown

If yes, explain:

Does another agency have a system you could use? Yes No Unknown

If yes, explain:

Does a similar project already exist? Yes No Unknown

If yes, provide detail of that project:

Requirements

Is this project required due to a Federal or State mandate?

Yes No Unknown

If yes, indicate mandate. If indirectly affected, please explain:

Does this project align with DOA's strategic goals? Yes No Unknown

Explain:

Please state the business requirements for this project. *(Be sure to include any needed interfaces with other systems, required reports, specific functionality, etc.):*

Recommended Solution

*[Give a detailed project definition stating **major deliverables**, **constraints** and alternatives. Ex: Develop a web application that does _____ and allows us to _____...]*

[Projected schedule and milestones. Ex: Phases, deadlines, etc.]

Risk/Benefit Analysis

Please describe in the preceding sections any assumptions that you are making.	Benefit Level
Circle the number a scale from 0 (no benefit) to 5 (highest benefit).	Low High

INDIRECT BENEFITS	
1. Impact on citizens. The larger the increase in satisfaction for citizens, the greater the benefit.	0--1--2--3--4--5
2. Quality of service. The more a project improves the quality of service, the higher the benefit.	0--1--2--3--4--5
3. Employee Satisfaction. Greater improvements in employee satisfaction the greater the benefit.	0--1--2--3--4--5
4. Reduction of staff time. Higher benefit for a greater reduction in staff time to perform their job functions.	0--1--2--3--4--5

Comments:

Circle the number a scale from 0 (no risk) to 5 (highest risk).	Risk Level
	Low High

OPERATIONAL RISK	
1. User acceptance. The stronger the users support the project, the less risk of failure.	0--1--2--3--4--5
2. Changes to organizational policies and structure. The more a project influence changes to relationships within an organization or modifies existing policies, the greater the risk.	0--1--2--3--4--5
3. Changes to method of operation, practices, and procedures. The more a project necessitates major changes or modifications to standard operating procedures in an organization, the greater the risk.	0--1--2--3--4--5

ECONOMIC RISK	
1. The length of the project's payback. The shorter the payback, the lower the risk. (If payback unknown rate as 5)	0--1--2--3--4--5
2. The length of the project's development time. The shorter the development time, the less likely objectives, users, and development personnel will change; consequently the lower the risk.	0--1--2--3--4--5
3. The smaller the difference people make in cost, benefit, and lifecycle estimates, the greater the confidence you will achieve the expected return.	0--1--2--3--4--5

TECHNICAL RISK	
1. Project staff skills and clarity of project design requirements. Technical risk is reduced where similar problems have been solved or where the design requirements are understandable to all project participants.	0--1--2--3--4--5
2. Proven and accepted equipment and software. Tried and tested hardware and software components carry lower risk. Projects that are novel or break new ground carry higher risk.	0--1--2--3--4--5
3. Project complexity. A project that requires a high degree of technical skills and experience will be a higher risk undertaking than one that is not as sophisticated and can be handled by less specialized people.	0--1--2--3--4--5

Comments:

Financial Analysis

Do you currently have a budget for this project? Yes No

If yes, amount: _____ *Explanation:*

High Level, Total Project Costs		
Initial Costs	Amount	Assumptions
Staff Costs		
Business		
DET		
Contractors		
Hardware		
Software		
Maintenance Agreement		
User Training		
Total		

High Level, Annual Costs		
Yearly Costs	Amount	Assumptions
Staff Costs		
Business		
DET		
Contractors		
Hardware		
Software		
Maintenance Agreement		
User Training		
Total		

Tangible Benefits				
Benefit	Year 1	Year 2	Year 3	Assumption
Total				

ROI Calculation				
Initial Costs	Yearly Costs	Year 1 Benefits	Year 2 Benefits	Year 3 Benefits